

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SAFETY AND TRAINING SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional work to develop, implement, administer, maintain and evaluate management and development programs for County and Board of Education employees. Additional responsibilities may include identifying training needs and administering all training materials to various departments. Reports to Insurance Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Formulate training procedures and schedules and identify training needs. Consult with department heads regarding training needs.

Works closely with the Office of Information Technology department to maintain online training systems.

Design, implement and facilitate training and development programs in management, supervision, technical, non-technical and staff development programs. Compare employee records against training requirements to identify trainees; assign trainees to courses based on training requirements, participants' training needs, and class size; schedule the best training date and time for the facility, trainer and participant; checks supplies or equipment log to ensure materials and equipment have been received and are available for courses; arrange chairs, tables, and course materials to prepare rooms; verify that equipment is functioning.

Serve as instructor for various training programs. Administer and coordinate training and enrollment of in-service programs. Evaluate effectiveness of training program and instructors.

Monitor training activities: update training records and databases; submit forms to appropriate State agency or outside agencies according to established policies and procedures; review training requests to correct inaccurate information; verify that forms have proper signatures and attachments; provide information about training opportunities to potential trainees; check training system for participant and course status; notify potential trainees if they have been approved for training; verify training has been conducted and certifications issued in requisite time frame; file training paperwork.

Conduct periodic training needs assessments with department management to insure proper and timely training topics are being offered.

Develop surveys regarding training for County and Board of Education employees.

Review and process request for contract proposals and monitors the annual program budgets.

Serve as information point for all County and Board of Education employees regarding safety training.

Participate in various community service activities such as compiling information and materials for Job Fairs; conduct new employee orientation as needed; serve on various committees as required.

Assist Insurance and Human Resources Department in development and communication of personnel policies and in developing programs that communicate employee benefits that the county offers.

Rutherford County, Tennessee • Safety and Training Specialist

Work with the Wellness Coordinator to develop a quarterly newsletter addressing common themes between safety and wellness.

Manage a safety recognition awards program within the County.

Maintain the Insurance Department webpage and correlating contents.

Serve as lead on the development of open enrollment materials and information.

Serve as HIPAA training specialist holding responsibility for annual training program development and execution. Maintain record of participation for each employee in Insurance Department on an annual basis.

Serve as back-up administrator for the on-the-job injury program.

Train County and BOE employees in regard to the OJI program including new hire orientation and staff training as a result of a change to the program.

Conduct annual safety evaluations of all schools and selected County buildings.

Analyze loss reporting to identify safety concerns and opportunities to reduce expenses created by improper or insufficient policies and procedures.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with course work in education, Risk Management, Human Resources, communications or business related areas of study, supplemented by three (3) years of experience in training facilitation and workforce development. Experience working in a Risk Management environment, or any equivalent combination of experiences and preparation which provides the required knowledge, skills and abilities. Must have knowledge of applicable Federal, State, and local laws, ordinances, statutes, and regulations relating to Human Resources and Risk Management. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Include performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involve semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand eye coordination are important of safe and/or productive operations.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Tasks may require sound perception and discrimination. Tasks may require visual perception and discrimination. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may require infrequent exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 2 Maximum Continuous Time: 1

2. SITTING

Estimated Total Hours: 5 Maximum Continuous Time: 1

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs				X	
26-50 lbs					
51-75 lbs					
76-100 lbs					
>100 lbs					

4. BENDING/SQUATTING/KNEELING

Tasks: Setting up equipment and materials for training
 Frequency: As needed.

5. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X

Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>90</u> % of time
Outside	<u>10</u> % of time

6. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

7. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Lap top and projector for trainings.

8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		daily
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		daily

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date